Institute Policy for B.Tech Students in carrying out
8th Semester Internship

National Institute of Technology Goa promotes industrial training and internships at B.Tech level. The students can opt for Internships at Industries, Indian (IIT/NIT)/Foreign Universities, CSIR Labs, R&D Labs, Public sector undertakings, Government, Social Internships (NGO) or with any other reputed Institutes.

1. Objectives

i. The main objective of internship is to provide the real time technical/research skills to the students, and thus promoting industry/research ready professionals.

ii. To gain practical exposure to the current industrial/research developments and apply the technical knowledge in solving real problems.

iii. The students are exposed to acquire roles and responsibilities of an engineer.

iv. To promote the development of engineering professional's in innovative problem solving approach supporting both academic as well as personal development.

2. Student benefits

i. An opportunity to get absorbed by the Industry/Organization.

ii. Practical exposure in an organizational setting & Industry environment, where theoretical aspects learned in classes are integrated into the practical world

iii. To decide which among industry or research is a well-suited career option to pursue.

iv. Opportunity to learn new skills, practice communication, teamwork and supplement knowledge.

v. Opportunity to learn strategies like time management, multi-tasking, etc.

vi. Make a valuable addition to their resume.

vii. Enhances candidacy for higher education.

viii. Networking to expand social circles and developing technical relationships.

ix. An opportunity to evaluate the organization before committing to a full-time position.
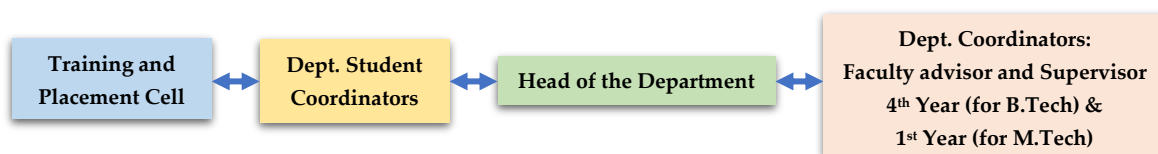
3. Finding Internship

i. Internship is a student centric activity. The task of finding an internship via Training and Placement cell (T&P Cell) for is a collective effort by the students and T&P Cell.

ii. Students can find internships on their own also or through T&P Cell.

iii. The students can forward contacts they have, if any, in various companies or through their Alumni, so that the Cell may formally invite these companies for Internships.

iv. Any faculty member of the department, through his/her industry/academic contacts, can find internships for students.

v. If a student finds an internship on his/her own, or a faculty member finds an internship for students, it is expected to inform the T&P Cell immediately about such internships.

vi. The faculty coordinators/advisors will facilitate/guide and oversee the activities, and assist the students and T&P Cell wherever needed.

vii. Internship as per the terms and conditions entered with institutions with which MOU has been signed.

4. Roles and Responsibilities of Training & Placement Cell (T&P Cell)

The organizational structure of Training and placement cell while facilitating internships is as below:

| Training and Placement Cell | ⟷ | Dept. Student Coordinators | ⟷ | Head of the Department | ⟷ | Dept. Coordinators: Faculty advisor and Supervisor 4th Year (for B.Tech) & 1st Year (for M.Tech) |

i. The Training & Placement Cell (T&P Cell) will coordinate and ensure smooth implementation of internship provisions through department heads and department's faculty and student coordinators.

ii. T&P Cell will develop appropriate application forms, evaluation proforma or any other document needed for smooth execution of internships.

iii. The role of T&P Cell would be of a facilitator and counsellor for internship related activities. It does NOT guarantee internship to a student even on his/her being registered with the cell. Applying for internship following the due procedure is entirely the responsibility of the student concerned.

iv. Further, T&P Cell does not guarantee hiring/guaranteed position by the organisation eventually.

5. Internship with or without Pre-placement Offer (PPO) execution procedure

The T&P cell will normally arrange internship for students in industries/organizations of repute as per Institute guidelines. The following procedure is generally followed while arranging internships:

i. Request Letter/Email from the office of Training & Placement cell (tpo@nitgoa.ac.in) of NIT Goa shall go to the industry/organisation seeking their willingness for providing the internship training/internship with Pre-placement Offer (PPO) for students of NIT Goa.

ii. Upon industry/organisation's acceptance, the training slots and the number of seats allocated for internships will be communicated by the industry/organisation via Confirmation Letter/ Email.

iii. Further, students' profile (*upon approval from the department*) is submitted to industry/organisation for their willingness for providing internship/internship with PPO.

iv. In case the students arrange the internship themselves, the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department.

v. Based on the number of slots agreed by the Industry, T&P Officer (TPO) will allocate the students to the industry/organisation. In addition, the internship slots may be communicated by the TPO or other members of the T&P cell/coordinators who are looking after the Internship.

vi. The internship policy is 'One-Student-One-Internship'. If a student earns an internship through the T&P cell, on accepting the internship offer, the student stands out of the internship process. As an exception to this rule occurs only if the industry/organisation fails to comply with their initial commitment (i.e., changes stipend, duration, role)

during/after the interview process, then the student shall have the right to not accept the internship offer.

vii. Selected students on joining internship at the concerned Industry/Organization, should submit the Joining Report.

viii. Students will submit internship report after completion of internship.

ix. Internship certificate is to be obtained from the industry/organisation.

x. List of students who have completed their internship successfully will be recorded by T&P cell.

6. Institute Policy for 8th Semester B.Tech Students

6.1. Eligibility: Students who have successfully completed their seven semesters coursework without any backlogs are eligible to apply for internship in their 8th Semester.

6.2. Registration process

i. All the 7th Semester B.Tech. students who is interested to carry out B.Tech Internships in collaboration with Industry/organisation will have to take approval from the Head of the concerned department, in the prescribed format. This will be facilitated by the department coordinators.

ii. Upon approval from the department, the application is forwarded to T&P Cell.

iii. The students should avoid making this request at the last minute, as this may lead to losing the opportunity to sit for internship process.

iv. The student can apply for the internship on their own also. However, the permission to allow students for such internship will be considered with due recommendation of the department, after evaluating the Industry/organisation profile and internship terms. Department's recommendation will be forwarded to T&P Cell to ascertain the Industry/organisation credentials before providing consent for internship.

v. After a student gets selected for the internship, the duration of the internship has to be informed to the HoD.

6.3. 8th Semester coursework completion

i. The students interested to carry out internship in the 8th semester are encouraged to complete their 8th Semester course work requirements in the earlier semesters, as facilitated by the Institute rules and regulations.

ii. In case, there are pending 8th Semester courses to be completed, they can be done through MOOCs platform and the successful credits earned through MOOCs shall be counted by the Institute for overall credit calculation.

iii. The maximum number of allowed MOOC courses is prescribed in their B.Tech regulations.

iv. The equivalence of the MOOC courses shall be decided by a committee comprising of HoD, Faculty advisor and concerned B.Tech Supervisor(s).

v. It is the student's responsibility to register for the MOOCs course(s) within the due date and successfully complete the course(s).

vi.   The certificate of course(s) completed through MOOC along with the obtained grade is to be submitted to the department at least a week before final result submission, as per Institute academic Calander.

6.4. Project Evaluation procedure

i.   All the departments will allocate B.Tech Supervisors by the start of 7th Semester.

ii.   As the students have carried out their 7th semester project work in NIT Goa, the student opting for B.Tech 8th Semester internship will continue his/her B.Tech project work under the same supervisor of NIT Goa.

iii.   Student proceeding for internship work to an Industry/organisation does not imply that there is a waiver from the academic requirements of NIT Goa. Candidate must follow the Institute academic calander or as intimated by the department and be physically present at NIT Goa during the Project's Mid Semester and End Semester evaluations and present his/her project progress report whenever required.

iv.   If the project work is not found to be of the required quality, the project duration will be extended.

7. On Campus Internship Opportunities

i.   Any student willing to undergo a winter/summer internship at NIT Goa, for a duration of 4 to 8 weeks, whether belonging to NIT Goa or any other Institute, must send an email request along with their Bio-data to the T&P cell/HoD/Faculty.

ii.   After scrutinising the application(s) by the departments, internship Supervisor allocation will be done.

iii.   Upon receiving confirmation for carrying out internship, the student can register for internship, by depositing a fee of Rs 500/- to the concerned account of T&P Cell.

iv.   No financial assistance will be provided by the Institute. However, if any Supervisor has any Research Project/Consultancy fund, stipend will be given as per the project/consultancy fund availability, whose details will be provided in the offer letter.

v.   Boarding will be provided by the Institute based on the availability of accommodation, on payment basis. Details will be informed in the offer letter.

vi.   Upon successful completion of the internship,

    a.   Students will have to submit an internship report to supervisor,

    b.   The supervisor will submit an evaluation report to T&P (Cell) through HoD,

    c.   T&P Cell will issue an Internship/Training certificate to the student.